

# CITY OF KOOTENAI

## County of Bonner

### MODULAR HOME BUILDING PERMIT APPLICATION PROCEDURES

A non-refundable initial fee to be credited toward final cost of permit is due upon application, as follows:  
**Residences (manufactured): \$200.00**

Northside Fire District Impact Fee, new residential \$785.00 per unit  
(Collected at the time the application is submitted) KCC Title 7, Chapter 3.

Minor and major stormwater management plans – \$100.00 Non-refundable. To be collected at time of application.

#### STEP #1 PLANNING AND ZONING REQUIREMENTS:

- Compliance with (a) Zoning (b) Subdivision (c) Stormwater
- Recorded copy of the warranty deed showing legal property owner.
- Complete the plot plan as directed on the form provided, including setbacks to all property lines and easements.
- Show driveway and culverts on Plot Plan. An Encroachment/Culvert Permit application and fees may be required.
- A stormwater plan or erosion control plan shall be prepared by the applicant or qualified engineer. (See attached stormwater/erosion control application for details – KCC 7-2-1).
- Utility Encroachment Permits are required for digging on any city right-of-way. Permit applications shall be obtained from the City Clerk.

#### STEP #2 BEFORE THE APPLICATION IS ACCEPTED, THE FOLLOWING APPROVALS MUST BE OBTAINED:

- Kootenai-Ponderay Sewer District approval signature on application: 511 Whiskey Jack Rd, Ponder Point, 208-263-0229.
- Northside Fire District approval signature on application and/or letter of use approval, if applicable, 208-265-4114.
- Panhandle Health District approval letter, where applicable (see city for regulations).
- Other approvals as required by the city:  ITD  EPA  DEQ  Other \_\_\_\_\_
- After reading the notice at the bottom of the permit page, print your name legibly, sign your name, and date the application.
- Signature by the applicant (cannot be accepted without reading & accepting terms of the permitting process).

#### STEP #3 BUILDING AND SAFETY REQUIREMENTS PER KCC Title 7.

- New manufactured home shall be installed in accordance with the manufactures' installation instructions. Owner shall supply a copy of the installation instructions at the time of permit submittal. Manufactured homes that have been subsequently moved from their original installation shall be installed in accordance with the Idaho Manufactured Home Installation Standard, current edition.
- A signed and dated SNOW LOAD DISCLOSURE FORM shall be signed and returned in with Manufacture Home Placement Application.

If your home will have a deck, attached carport, garage, a roof over the structure or an addition of any kind you will need:

**TWO (2) 11x 17** complete sets of construction plans. Full size sets may be required if 11x17 aren't legible.

All plans must be drawn to scale showing the following information:

- Elevations of all sides of the structure.
- Floor plans of all floor levels, showing location of smoke detectors, size and location of window and doors.
- Footing and Foundation details (**show sizes and rebar schedules**).
- Complete framing details showing all structural components (**header and beam sizes, window schedules & insulation R- Values are required on all plans**).
- Typical cross-section of the structure showing elevations of the interior.
- Roof details/truss specifications (**indicate size, spacing, and direction of rafters, or provide engineered or manufactured truss specifications**).
- Dimensions must be clearly indicated on the plans.
- Plans for **all Pole Buildings** must be stamped by an Idaho Licensed Architect or Engineer.
- REMODEL/ALTERATIONS AND REPAIR PROJECTS** must complete the project valuation sheet.

Your application will be reviewed for compliance with Local, State, and Federal Codes. Corrections may need to be completed prior to final approval.

**NOTE:** One set of the approved plans shall **REMAIN ON THE JOB SITE AT ALL TIMES.**

#### STEP #4 STATE REQUIREMENTS:

State electrical, mechanical and plumbing permits are required. For more information, contact the Idaho Division of Occupational and Professional Licenses, (208) 332-4700.

An energizing permit allowing connection of electricity to the building will *be provided by City Clerk*.

**Return completed application and required approvals and information to the City Clerk of Kootenai**

**ACCEPTANCE OF FEES DOES NOT CONSTITUTE APPROVAL OF A PERMIT BY THE CITY.**

**ALL APPLICABLE APPLICATION COMPONENTS ARE REQUIRED IN ORDER FOR THE**

**CITY TO ACCEPT THE APPLICANT'S PERMIT.**

**PERMITTING APPROVAL TIMES WILL VARY WITH THE CITY DEPENDING UPON THE REQUESTS.**

CITY OF KOOTENAI (208) 265-2431

JAMES A. SEWELL & ASSOCIATES, LLC (208) 263-4160

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1319 North Division Ave, Sandpoint, ID 83864